

Item 1

Below Market Funding/Subsidy

20 Points Maximum

- (A) Twenty points will be awarded based on the amount of below market funding or subsidy provided to the project as a percentage of total MPROP funds in the projects.

URBAN PROJECT	POINTS
> 50%	20
25% - 49.99%	15
10% - 24.99%	10
0% - 9%	5

OR

RURAL PROJECT	POINTS
25%	20
12.5% - 24.99%	15
5% - 12.49%	10
0% - 4.99%	5

Total Point Award (maximum 20)

Item 2

Organizational Capacity

25 Points or 0 Points

An applicant must demonstrate both (1) and (2) below to receive 25 points.

1) The applicant is:

(A) a nonprofit organization or locality that has developed or owned five (5) or more affordable housing projects

OR

(B) a resident organization that has hired a consultant with experience in successfully converting at least three (3) mobilehome parks to resident ownership.

Check: A _____
B _____
No _____

AND

2) The experience of the proposed owner or management firm includes within the six (6) years proceeding the application deadline either:

(A) owning and/or managing five (5) or more affordable projects:

(B) owning and/or managing three (3) or more mobilehome parks.

Check: A _____
B _____
No _____

Total Point Award (25 points or 0 points)

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Item 2 Scoring Sheet - Instructions

DEVELOPMENT AND OWNERSHIP EXPERIENCE OF THE APPLICANT

Scoring Method

Applications will be scored based on the number of affordable rental housing developments (including tax credit projects)/mobilehome parks that the Applicant has developed and completed ("completed projects"), and also based on the experience of the proposed owner/management firm in the six years preceding the application due date.

Qualified completed projects will count for experience if:

- 1) The Applicant was the sole developer; or
- 2) The Applicant developed the project in partnership with another entity, provided that the Applicant:
 - a) effectively controlled most key aspects of the development process, as evidenced by partnership agreement and other indicators of control as determined by the Department.
 - b) Had sufficient staff to manage the development process for all of the developments that it was involved with during the development period; and
 - c) Received the majority share of the developer fee for the project; or
- 3) They were developed by staff currently employed by the Applicant, provided that this staff:
 - a) had primary responsibility for managing the entire development process for the completed project; and
 - b) will serve as the project manager for the project (or directly supervise the project manager), with primary responsibility for managing the development process; or
- 4) were owned and/or managed by the proposed owner or management firm.

Consultant experience will count if the Consultant has successfully completed mobilehome park conversions only.

Instructions:

All Applicants must complete the *Development and Ownership Experience Certification form (Experience Certification)*.

All Applicants, Owners and Management Firms establishing experience should complete *Development Experience form (Experience Form)*.

All Consultants establishing experience should complete the *Consultant Experience Form*

Item 2 - Attachment 1

DEVELOPMENT AND OWNERSHIP EXPERIENCE CERTIFICATION

All Applicants must complete this certification and submit with *Experience Sheet* to establish experience for scoring.

1. Project Name _____ Location (City) _____

2. Proposed Applicant Applying for Experience Consideration	3. Role of Applicant	4. Social Security or IRS Employer Number

CERTIFICATION

I hereby apply to the Department for approval to participate in the Program based partially upon my previous experience record and this certificate. By executing this certificate, I hereby authorize the disclosure of information concerning my performance in my capacity listed herein.

6. Name	Signature	Title, Role or Capacity	Date

Item 2 - Attachment 2

DEVELOPMENT, OWNERSHIP AND MANAGEMENT EXPERIENCE FORM

Applicants, Owners and Management Firms should complete this **Attachment 2** for development, ownership and management experience. List all subsidized rental housing projects/mobilehome parks experience based on the criteria set forth in Item 2. Include only the projects/mobilehome parks in which the Applicants/Owners/Management Firms were responsible for overseeing or performing the full range of comprehensive development/ownership/management activities. (Submit additional sheets as necessary.)

Subsidized Project/Mobilehome Park Name and Complete Street Address, City, County and Zip Code	Subsidy Source (Including Tax Credits)	Responsible for Comprehensive Development Responsibilities of the Project (Yes or No)	Number of Units/Spaces in the Project	Date of Project/Mobilehome Park Managed or Completed as Evidenced by Notice of Completion, Placed in Service Date, Certificate of Occupancy, or equivalent

SCORING

Number of Projects/Mobilehome Parks Demonstrating Development/Ownership/Management experience:	
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Item 2 - Attachment 3

CONSULTANT EXPERIENCE FORM

Consultants should complete this **Attachment 3** for mobilehome park conversion experience. List all mobilehome parks experience based on the criteria set forth in Item 2. Include only the mobilehome parks in which the Consultants had successfully converted. (Submit additional sheets as necessary.)

Mobilehome Park Name and Complete Street Address, City, County and Zip Code	Subsidy Source (Including Tax Credits)	Responsible for Conversion responsibilities of the mobilehome park (Yes or No)	Number of Units/Spaces in the Project	Date of Mobilehome Park Conversion as evidenced by Conversion date or equivalent

SCORING

Number of Mobilehome Parks demonstrating conversion experience:	
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Item 3

Proportion of Low-Income Residents

25 Points Maximum

Points will be awarded based on the proportion of low-income residents currently in the park and the amount of MPROP funding per low-income resident.

- A) Total Resident Households _____
- B) Low-Income Resident Households _____
- C) Percentage Low-Income Occupancy
(B ÷ A) #DIV/0! %

Low-Income Resident Household/Total	Points Awarded for Low-Income/Total
>60%	15
51% - 60%	12
41% - 50%	10
31% - 40%	8
21% - 30%	6
<20%	4

Maximum Points: 15

Total MPROP Funds	<input type="text"/>
Low-Income Resident Households	<input type="text"/>
MPROP \$ per Low-Income (Total/Low-Income)	<input type="text" value="#DIV/0!"/>
Points: <\$30K = 10 \$51K - \$60K = 4 \$31K - \$40K = 8 >\$61K = 2 \$41K - \$50K = 6	

Maximum Points: 10

Item 4**Speed and Ease of Conversion****20 Points Maximum****Vacancy Rate and Buy-In Rate (Subdivided Parks)**

Points will be awarded based on the level of vacancy in the park, the buy-in rate, and the status of the final map approval at the time of the application. The lower the vacancy rate and the higher the buy-in, the more points awarded. The rate of vacancy will be determined by information provided in the MPROP Application.

Total Empty Spaces/Total Permitted Spaces = Vacancy Percentage

Vacancy Rate/Subdivision Approval Status	Buy-In	Points Awarded
10%+ vacancy and no final map	0	2
0% - 9% vacancy and no final map	0	4
10%+ vacancy and final map approved	0	6
0% - 9% vacancy and final map approved	0	8
10%+ vacancy and final map approved	50% or more	10
0% - 9% vacancy and final map approved	50% or more	12

Maximum Points: 12

OR**Funding Commitments (All Other Non-subdivided Parks)**

This test awards points based on the level of funding commitment of the lender providing the majority of the other financing, (excluding resident equity financing) for the development. Information will be taken from the Sources and Uses (**Part 7**) and any additional documentation included in the application. Status of the other financing is:

Status of Funds	Points Awarded
Committed (evidenced by a commitment letter or other commitment document)	12
Applied for	8
Proposed	6

Maximum Points: 12

Item 4 - continued

Speed and Ease of Conversion

Item 4B

A maximum 8 points will be awarded to applicants who provide documentation of the following items: Each item is worth two points.

	<u>Yes</u>	<u>No</u>	<u>Points Awarded</u>
A) Title 25 inspection or Physical Needs Assessment is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
B) Completion of Phase 1 Environmental Assessment with no environmental issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
C) Subject site has appropriate land use and zoning for mobile home park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
D) No outstanding violations. Please submit last park inspection performed by your jurisdictional agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Maximum Points, Item 4B: 8 points

Total Point Award (maximum 20 points)

Item 5

Affordability for Low-Income Residents

25 Points Maximum

Refer to the Assistance Analysis Chart (**Attachment 12O**) to complete this section.

A) Average Post-Conversion housing costs as a percentage of average resident household income, or 30% whichever is greater:	
B) Average pre-conversion housing costs as a percentage of average income, or 30%, whichever is greater:	
C) Ratio of post- to pre- costs (A/B)	#DIV/0!
Points: < .96 = 25 .96 - 1.00 = 20 1.01 - 1.10 = 11 1.11 - 1.15 = 7	

Total Point Award (maximum 25 points)

Item 6

LONG-TERM SECURITY OF TENURE

10 Points Maximum

Points will be awarded based on the following ownership structure:

Ownership Structure	Points
Individuals will have fee title to their lots.	10
Individuals will have long-term leases (at least 15 years) from a corporation that will have fee title to a park.	3
All others.	2

Total Point Award (maximum 10 Points)

ITEM 7

Project Support

20 Points Maximum

This rating is based on Local Government support as indicated on page 11 of the MPROP Application and the proportion of residents surveyed who have indicated their support for the purchase of the park as reflected in the Certificate of Resident Support (**Part 2**) of the MPROP Application. Points will be awarded for:

Resident support that exceeds 80% = 7 points

Any financial support from a local jurisdiction = 10 Points

Any non-financial support from a local jurisdiction = 3 Points

Total Point Award (maximum 20 points)

Item 8

Resident-Owned Parks

5 Points or 0 Points

Only proposed resident-owned parks receive points in this category. Subdivision applications do not receive these points.

Total Point Award (maximum 5 points or 0 points)

Item 9

Avoidance of Displacement

5 Points or 0 Points

The maximum score will be awarded to projects that will fully and clearly comply with the all applicable relocation laws or that provide a specific and detailed alternative plan that ensures non-purchasing or non-member residents will not be displaced. Qualified non-profit housing organizations applying for MPROP must consider all residents as non-purchasing or non-member residents. Lower scores will be awarded when the plan for avoiding displacement is unclear, inaccurate, not specific, or lacks adequate supporting documentation. Documentation should include, if applicable, a copy of a preliminary relocation plan & resident notice, or a copy of the Tenant Impact Report that is provided to the residents explaining the protections afforded the residents under subdivision law, or an anti-displacement plan that adheres to MPROP regulations or better. If post-conversion rents in a park will not exceed the allowable rent increases under the Subdivision Map Act, non-displacement will presumed by the Department. Otherwise a relocation plan and notice must be provided and estimated relocation costs must be included in the development budget. Information will be taken from Anti-Displacement Analysis (**Attachment 12Q**) of the MPROP Application; the Assistance Analysis Chart (**Attachment 12O**); and Rent Rolls (**Attachment 12P**) of the MPROP Application).

Total Point Award (5 points or 0 points)

Item 10

LOCAL HOUSING PROGRAMS

15 Points or 0 Points

Based on information included in the Local Housing Programs (***Attachment 12U***) of the MPROP Application, does the local jurisdiction have plans or programs aimed specifically at the preservation of mobilehome parks as affordable housing?

Yes = 15 Points

No = 0 Points

Total Point Award (15 points or 0 points)

TOTAL RANKING POINTS EARNED			
Rating Category	Maximum Points	Self Score	Actual Score
1) Below Market Funding/Subsidy	20		
2) Organizational Capacity	25		
3) Proportion of Low-Income Residents	25		
4) Speed and Ease of Conversion	20		
5) Affordability/Low-Income Residents	25		
6) Long-Term Security of Tenure	10		
7) Project Support	20		
8) Resident-Owned Parks	10		
9) Avoidance of Displacement	5		
10) Local Housing Programs	15		
Total Points	175		